



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

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1. Application Date 3/27-73	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. 73-9		Date Received MAR 30 1973	Date Completed APR 3 1973
3. AGENCY, Division, Subdivision & Administering Office Address Ga. Department of Public Safety Drivers Services Section 959 E. Confederate Ave. Atlanta, Ga. 30301		4. Person to Contact Mrs. Pruitt	5. Working Title Clerk
		6. Tel. No. ext. 260	

7. ACTION REQUESTED

- ☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest
Dates of Series

9. Exact Series Title
Driver's License's Record Report Collection Sheet File

10. What is the function of the office in which this record series is created?

The Drivers License Unit is responsible for the application, examination, issuance and renewal of the Motor Vehicle Drivers Licenses and the maintenance of the Drivers Records File. Further, they release information concerning Driver's Licenses to the public and interested agencies; i.e., courts, police, insurance companies. They also act as a support unit in furnishing data to the Revocation Unit.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to collections generally from credit companies that pay to acquire information from Drivers license files about individuals.
Consists of Drivers license Record Report Collection Sheet and Adding Machine Tape.
File arranged chronological.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers	4	6.		4	6.
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)
				6	
			Monthly	This Year's	Last Year's
			AVERAGE REFERENCES	1st mo 5-10	2nd mo 3-4
				Preceding Year's	All Prior Years'

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

- | | YES | NO |
|---|-------------------------------------|-------------------------------------|
| 13. Is this the Record Copy of the series? Record copy designated as Treasury Office copy | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 14. Is there a duplication of this series in another office or agency?
Duplicate in Treasury Office | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. In accounting records and annual report | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 16. Does the series contain classified information requiring security handling?
also in monthly recap to DOAS | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 17. Does the series initiate, amend or terminate agency policies and procedures? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 18. Could the function be performed if the files were lost or destroyed? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 19. Is the series (or major portion of it) regularly microfilmed? If yes, why? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 20. Does the record series provide data as input to an EDP file?
Fiscal Information | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 21. Does the record series contain documentation produced as EDP printout?
Revenue's Report | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 22. Has the Federal Government issued instructions governing the retention/disposition of these files? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 23. Will there be a need for these records 10, 15 years from now? If yes, what? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

24. REQUIREMENTS. The following requires the files to be kept 2 years:

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☒ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

Series supports fiscal function, therefore is needed to clear audit in Treasurer's Office.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - ☐ CALENDAR YEAR - ☒ FISCAL YEAR - ☐ OTHER _____, then:

- ☐ Hold in the current files area _____ month(s)/_____ year(s):
☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold _____ year(s):
☐ Destroy.
☐ Transfer to State Archives for permanent retention.
☐ Destroy immediately after cut-off.
☒ Other: (Specify) See attached sheet addressing separate files of this series.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>[Signature]</i>	3/27/73	<i>[Signature]</i>	3-27-73
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>[Signature]</i>	4-2-73
	State Auditor/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>[Signature]</i>	3-30-73
	Secretary of State/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>[Signature]</i>	4-3-73
	Attorney General/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>[Signature]</i>	

STATE RECORDS
COMMITTEE

Driver's License's Record Report Collection Sheet

Ga. Dept. Public Safety Treasurer's Office Copy

Cut off each fiscal year; hold in current files area 1 year
or until State Audit has been completed, whichever is later;
transfer to records center, hold 1 year; then destroy.

Driver's Services, Driver's License Unit Copy

Cut off each fiscal year; hold in current files area 1 year
or until State Audit is completed, whichever is later; then
destroy.

(✓) Concur

() Nonconcur

J B Bailey
DPS Treasurer (Signature)

3/27/73

(✓) Concur

() Nonconcur

[Signature]
Driver's Services Section (Signature)

3/27/73